

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-L086

POSITION: ADMINISTRATOR, MS-301-15

OPENING DATE: 07/01/08

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"

07/14/08

SALARY RANGE: \$98,285 - \$137,599

FIRST SCREENING DATE:

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.

Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: 1

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Clinical and Support Services (ODCSS), Practice and Staff Development Administration (PSDA)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for meeting front-line training requirements and meshing the training practice model with the facilitated family team and quality service review models. Directs core-line planning and management functions.

- Develops policies and procedures for the Practice and Staff Development Administration.
- Provides direction and oversight to subordinate staff in the day to day operations. Performs a variety of supervisory personnel functions to include the selection of staff, providing and reviewing work assignments, approving leave and handling disciplinary actions.
- Establishes goals, objectives, short and long-range plans and training projects; develops and interprets operating and program policies and procedures. Review, evaluates, and revises program and service delivery.
- Leads Agency efforts to improve and strengthen child welfare practice through the implementation of results-oriented training which supports the achievement of practice benchmarks and best practices.
- Leads Agency efforts to fully implement the Quality Service Review (QSR) process which examines case practice, systems, and outcomes for individual children and families to identify strengths and areas that need improvement using quantitative and qualitative data to provide a deeper understanding of family dynamics and needs and of service delivery system performance.
- Oversees the Family Team Meeting Unit; ensures that FTM's support the Agency's practice of family engagement and case planning; maintaining kinship connections; and addressing the multiple placement needs of young people in foster care; implements expanding use of FTM's throughout the life of a case.
- Plans and directs activities around the implementation of the Agency Practice Model; coordinates implementation with various review processes including QSR, ChildStat and administrative reviews; supports ongoing practice improvement activities throughout the Agency.
- Designs and carries out extensive processes that focus on the Agency's achievement of practice benchmarks and best practices.
- Conducts periodic surveys to determine the training needs of Agency staff and develops and implements a training plan that meets the ongoing and emergent needs.
- Develops and manages the Practice and Staff Development Administration budget. Monitors the quality and cost effectiveness of the training program and assures that monies allocated are spent adequately. Interfaces with Fiscal Operations regarding budget and expenditures, as necessary.
- Collaborates with educational institutions and area social service programs for training opportunities, which would affect all parties mutually.
- Participates as member of the Senior Management Team.
- Evaluates and purchases training curricula.
- Provides direction and oversight to the Agency's Intern Program.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- A Master's Degree in Social Work for a program accredited by the Council of Social Work Education or a related field.
- A currently D.C. Licensed Independent Clinical Social Worker (LICSW) or be licensed in another state and eligible for immediate licensure in DC.
- Requires a valid driver's license

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Requires advanced knowledge of the principles and practices of social work; as evidenced by a Masters of Social Work (MSW) or a related field.
2. Advanced knowledge of human behavior dynamics, child welfare and of related psychiatric, psychological and medical practices.
3. A comprehensive knowledge of techniques and modalities related to cultural diversity.
4. Demonstrated experience with successfully implementing strategies to change organizational and individual behaviors via a range of interventions is preferred.
5. An understanding of familiarity with case review processes and the implementation of strategies for child welfare practice development is preferred.
6. Supervision and management at this level requires substantial coordination both internal and external, given the fact that the Agency must be in compliance with statewide training standards and the LaShawn Amended Implementation Plan (AIP).
7. On-call availability, as required.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEBSITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373
<u>EMAIL TO:</u>	cfsa.jobs@dc.gov		